

Guideline Series

Guidelines for Navy Reserve Families



The History of Naval Services FamilyLine

Naval Services FamilyLine is a volunteer, non-profit organization dedicated to improving the quality of life for every Navy family. Formerly known as the Navy Wifeline Association, the new name was adopted in September 1999 to reflect the changing face of today's sea services.

FamilyLine was established in 1965 by a group of Navy wives who wanted to establish a channel of communication for all Navy spouses. The aim was to provide a welcome and introduction to Navy life and to increase the spouses' understanding of the Navy's mission.

This dedicated group established an office at the Washington Navy Yard and published a quarterly newspaper, providing information and assistance to wives who were moving overseas. These Navy wives had the foresight to see the need for spouse and family support and provided the ground work for what has developed into a world-wide family support network.

With the support of the Chief of Naval Operations and Navy leadership, along with the financial support of the Navy League, Spouses Clubs worldwide, and other Navy, Marine Corps, and Coast Guard organizations, Naval Services FamilyLine has continued to grow and flourish.

Admiral Elmo Zumwalt established the Ombudsman Program in 1970. The Chairman of FamilyLine was appointed Navy-wide Family Ombudsman-at-Large for the Chief of Naval Operations.

In 1988, the first Ombudsman Journal was published and the Navy-wide Ombudsmen Support Network was established.

For more than forty years, FamilyLine volunteers have maintained a worldwide support network for Navy, service members and their families. Today, the spouses of service members work together to continue this fine tradition.

This publication is distributed to you free by FamilyLine volunteers under the supervision of the CNO Navy-wide Family Ombudsman-at-Large. FamilyLine is a non-profit 501(c)(3) organization.

Donations are welcome and appreciated. They are tax-deductable and will be used to help defray the cost of printing this and other FamilyLine publications.

Naval Services FamilyLine
1043 Harwood Street, S.E., Suite 100
Washington Navy Yard, DC 20374-5067
Phone: 202-433-2333
Toll-Free: 1-877-673-7773
DSN: 288-2333
Fax: 202-433-4622
E-mail: nsfamline@aol.com
www.cnic.navy.mil/FamilyLine

*Guidelines
for
Navy Reserve
Families*

Contents

- INTRODUCTION FROM CHIEF OF NAVY RESERVE 4**
- WHAT IS A RESERVE FAMILY? 5**
- MOBILIZATION PROCESS 6**
- PREPARE FOR MOBILIZATION 9**
 - Family Care Plan..... 9
 - Personal Care Plan 9
- IMPORTANT DOCUMENTS 10**
 - Wills..... 10
 - Power of Attorney 10
 - Service Members’ Group Life Insurance (SGLI)..... 10
 - Dependency Application/Record of Emergency Date
(NAVPERS 1070/602)..... 10
- OTHER IMPORTANT DOCUMENTS 11**
 - ID Cards 12
 - DEERS..... 12
- KNOW YOUR ENTITLEMENTS 13**
 - Basic Pay 13
 - Incentive or Special Pay..... 13
 - (Types include Aviation Career Incentive Pay, Hazardous
Duty, Foreign Language Proficiency, Diving Duty)
 - Hostile Fire Pay 13
 - Imminent Danger Pay..... 13
 - Combat Zone Tax Exclusion..... 13
- ALLOWANCES 14**
 - Basic Allowance for Subsistence (BAS) 14
 - Basic Allowance for Housing (BAH) 14
 - Family Separation Allowance..... 14
- TRICARE 15**
 - Pre-activation 15
 - Families of Guard/Reserve Members (Active Duty > 30 days) ... 15
 - Dental Health Benefits for Family Members 15
 - Eligibility Details for TDP..... 16
 - Benefits Upon Deactivation 16
- SURVIVOR BENEFITS 17**
 - Death Gratuity 17
 - Dependency and Indemnity Compensation(DIC) 17

MAKING THE BEST OF YOUR FAMILY'S MOBILIZATION.....	18
Frequently Asked Mobilization Questions.....	18
Spending Plan.....	19
Home Preparedness	19
Tips for Extended Time Away from Home.....	20
Vehicle Preparedness.....	20
10 Tips for Staying Safe on the Road	21
Kids in Cars.....	22
Disaster Preparedness	22
Emotional Ups and Downs of Mobilization.....	27
How's Your Attitude?.....	27
Stay Connected	28
E-mail.....	28
Letters	28
Telephone Calls.....	28
Pictures, Video Recordings and Video Teleconferencing.....	29
Care Packages	29
OPSEC.....	30
Children and Deployment	30
10 Ways to Support your Sailor while on Extended Active Duty Periods	32
HOMECOMING	34
Expectations	34
Returning Warrior Workshop.....	35
Children and Reunion	36
HELP AND RESOURCES	37
Command Ombudsman.....	37
CIAC	37
Chaplain	38
American Red Cross	38
Military One Source	39
Other Resources	39
CHECKLISTS	40
Official Document Preparedness List	42
Important Member Information	43
Personal and Family Document Worksheet	44
Family Advisors.....	45
Important Phone Numbers.....	46
Readiness Checklist	47
Guardian Checklist.....	48
GLOSSARY OF MILITARY ABBREVIATIONS	49

Introduction

The Navy Reserve today is highly integrated and valued by the Navy and Marine Corps team and Joint forces. Clearly much of the success we enjoy is due to the stability and support provided by our families. As a Navy, we stand ready to assist service members' families, whenever and wherever they need our help.

At times we are a forward deployed force; we train at home and then deploy to meet the requirements of our nation's Combatant Commanders. It is therefore imperative that our Forces be adequately trained with all of the resources they need to deliver their operational capability. A critical aspect of that training is educating the thousands of families of our Sailors about the many challenges a deployment or mobilization can present.

This resource – *Guidelines for Navy Reserve Families* – is an invaluable tool that provides a great amount of detail in a clear and succinct format. It was created by Navy Reservists and their families – just like you – and contains many of their valuable lessons learned. The authors of this book know what it is like to be in the Navy, and living away from a large Navy facility; they know what it's like to be at a civilian job during the week and at a Navy job on the weekends; they know the challenges of balancing civilian life, Navy life, and family life. Those experiences combine to form a book that is intended to serve you and your family well.

We also encourage families to utilize the wisdom and experience of their Command Ombudsmen. The ombudsman is the link to both Navy leadership and the many services available for issues that may arise when a service member deploys. Some of those resources are listed throughout this book. Your Command Ombudsman has been trained to support you during the unique challenges a mobilization and deployment can present.

Now more than ever, I find myself in awe of the daily sacrifices our Reserve Component Sailors are making for our Navy and Nation. Thank you for your strong and unwavering support of our Sailors.

Vice Admiral Dirk J. Debbink
Chief of Navy Reserve

What is a Navy Reserve Family?



Navy Reserve Families live in every state in America. Many do not live near a Navy Base, or any other military facility. They may not even live near where the service member goes to serve our country in the Navy Reserve. Families live in civilian communities, shop at civilian stores, see civilian doctors and work for civilian companies.

Navy Reserve Families may have no experience of having their spouse, mother or father in the Active Component of the United States Navy. They may be used to their service member going away for one weekend a month at their assigned command and detaching for two weeks a year for a period of Annual Training. Often times, they don't feel much like a traditional Navy family.

All of a sudden, the service member receives a Mobilization Order. What happens now? It's not just the service member who becomes part of the Active Component, but the family does as well. They not only have to face the fact that their service member is now leaving home for an extended period of time, but other basic aspects of their day to day life are about

to change. These may include changes in income, insurance benefits and child care. They may not be familiar with the support that is available, or these benefits may be difficult to access.

This guideline book offers detailed information that will help the Reserve Family transition to becoming a Navy Family. As in every situation, the more prepared we are, the easier change and life in general, will be. Planning, communication and knowing your resources are the keys to a successful mobilization. Please take advantage of Warrior and Family Support Programs, even before the Mobilization Order arrives. Be informed about the command's Ombudsman Program and Command Individual Augmentee Coordinator (CIAC) and have their respective contact information. Attend the yearly Pre-Deployment Family Readiness Conference (PDFRC). Utilize the resources from your Regional Warrior and Family Support Administrators. Most importantly, talk to your family about the very real possibility of a mobilization. **FAMILY READINESS MEANS MISSION READINESS!**



Mobilization Process

Mobilization defined in general terms is the process of bringing the Armed Services to a state of readiness for operational missions, contingency operations, national emergencies, or war. Since the end of World War II, reserves have been mobilized numerous times to support national requirements. Reserve forces are trained to meet national defense needs. The capability of the United States to expand its active force quickly and efficiently through reserve activation is essential in deterring potential enemies and reassuring our allies. Our adversaries must be convinced that the United States can and will project a total force when and where needed. The Reserve Component (RC) must be at the right place, at the right time, and in a high state of readiness to meet all commitments.

Personal readiness is one aspect of your life that should not wait until the notice comes for mobilization. Preparations made prior to mobilization will greatly reduce anxiety and provide peace of mind. Your command should be able to help you prepare for mobilization by providing you with a checklist of items necessary to have in hand when reporting for mobilization. A mobilization readiness folder containing all forms and papers you will need when mobilized would save time and reduce undue stress.

As a mobilized Reservist, you have employment rights. The Employer Support of the Guard and Reserve (ESGR) was established to assist you. ESGR also helps employers understand and support the need

for “Ready Reservist.” Most employment conflicts can be avoided by being candid with your employer about your obligations as a member of the Reserves. Don’t take your employer’s support for granted. Let your boss know the vital mission that is supported by your participation in the Naval Reserves. You can obtain additional information on employer relations at: www.esgr.org or call them at 1-800-336-4590.

Readiness means “readiness to mobilize” and encompasses several areas of preparedness. Billet training, personnel manning levels, accession-level training, medical and dental readiness, family care arrangements, and administrative requirements are all part of mobilization readiness. Besides being monitored for billet training readiness, your readiness should also be correctly documented. To be considered medically prepared to mobilize, you must have a satisfactory physical exam within periodicity, and an associated dental screen rating of category 1 or 2, documented in the Naval Standard Integrated Personnel System (NSIPS). Updating your Manpower Availability Status (MAS) code, done by your command, is also required. Your command has the responsibility for documenting your readiness for mobilization however, it is your responsibility to provide them with accurate and timely information. Failure to do so could lead to separation from the Navy Reserve. Also, it cannot be emphasized enough that the critical nature of family care necessitates that single

sponsors and military couples must plan for and document adequate childcare. The Family Care Plan Certificate (OPNAV Form 1740/1) is your means to document this information.

Understanding how mobilization occurs and knowing what to expect at each stage is important to the execution of your mobilization. Your command is responsible for contacting you in the event that you are mobilized. Other responsibilities include:

- Carry out Special Case Boards for Delays, Deferments and Exemptions to give the member representation so that they may present their case to the PERS DD&E board.
- Reviews medical, dental and legal requirements.
- Updates administrative information.
- Assesses seabag requirements.

In carrying out their responsibilities, the command will use the Expeditionary Screening Checklist found in the MILPERSMAN article 1300-318. On departure from the command you will take this checklist with you to the Navy Mobilization Processing Site (NMPS) for further processing. Before you are cleared to depart, all applicable items must be completed.

After your command has completed all the specific process components that they can, the next stop is the NMPS. When

checking into NMPS, make sure you have the Expeditionary Screening Checklist checklist with you. At the NMPS, you can expect the following:

- Personnel Support Detachment (PSD) requirements are checked. This is where your active duty pay account will be established. You will not be allowed to leave until this has been completed.
- Medical and dental requirements are verified. Necessary examinations, shots, or treatments, not within the capabilities of your command, are completed.
- Legal documents are completed if required.
- Fleet and Family Support Center (FFSC) briefs are conducted.
- Supply requirements such as additional uniforms are provided.

Upon completion of processing at the NMPS, you are then ready to proceed as directed by your orders. Many will proceed directly to their supported command, and others will be required to do additional training and I-stops will be included in your mobilization process.



Top Tip

Make sure your medical and dental exams are up to date.

DEMOBILIZATION PROCESS

The length of mobilization is based on the type of mobilization orders you are on. The demobilization process begins with official notification by your supported command and is completed when you return home. You will return via the same processing route by which you mobilized, but in the reverse direction. That means from your support command to the Navy Mobilization Processing Site (NMPS) to your command. If there was an intermediate stop where weapons and equipment were issued, you will need to return back to that location for turn in of gear.

It is important that you verify your Leave and Earnings Statement (LES) to make sure that your pay and entitlements are properly credited. Any pay problems that are found at your supported command should be fixed before detaching. Make sure that all of your paperwork has been properly documented. This should include:

- Medical and dental records updated. Medical forms should be completed prior to detaching from the supported command and hand carried to the NMPS.
- Service record updated.
- Copies of mobilization paperwork.
- List of phone numbers and email addresses of all points of contact.

At the NMPS, you will receive a complete medical physical if required. You will also be transferred back to a reserve pay account. Leave that you earned while mobilized can be taken, sold back or a combination of both. Prior to leaving the NMPS you should contact your command. A DD214, Certificate of Release or Discharge from Active Duty, will be prepared at the NMPS. Proofread this document carefully! This is a key document to receiving all veteran benefits. Final deactivation will occur at your command.



Prepare for Mobilization

FAMILY CARE PLAN

Is your Family Care Plan in order? Are you ready? Do you have a Family Care Plan established for the care of loved ones and personal property during your separation?

Take a moment and ask yourself when you last verified your Record of Emergency Data (Page 2) ensuring all your dependents are listed. When was the last time you verified the Defense Enrollment Eligibility Reporting System (DEERS)? Is your Serviceman's group Life Insurance (SGLI) election form up to date with the correct beneficiaries? Do you have the appropriate powers of attorney and a will in place?

On occasion, a guardian may be appointed to a military family member. This may pose special challenges for the guardian to assume the responsibility of health care and education to name just a few of the issues. In addition, the guardian may not be eligible for military I.D. Check with the military installation closest to where your children will be residing, to ensure the correct documents are obtained to gain access. Also, remember to obtain the appropriate power of attorney for the guardian to make health-care decisions for your children. Without the power of attorney your child may not be able to receive medical care without the parental consent.

Although many things may seem very trivial to you, take the time to provide information to your family such as the auto mechanic and repair personnel.

These are just a few of the priorities you may not think about until you receive orders that will take you away from the family for an extended period of time.

Family readiness is a crucial aspect in overall mission readiness. When your command has a Pre-Deployment Family Readiness Conference (PDFRC), it is a great opportunity to get many affairs in order and to learn about the many resources that are available to you and your family. Take the time to ensure all your personal affairs are in order today so you will be ready for what tomorrow may bring.

PERSONAL CARE PLAN

Single sailors need to have a Personal Care Plan in order. This plan is similar to the Family Care Plan and addresses who will be responsible for taking care of the automobile, pets, personal property and finances while you are away for a long period of time.



Top Tip

Are all of your eligible family members enrolled in DEERS?

Important Documents

Four key documents need to be reviewed and updated before any extended period of active duty:

- Wills
- Power of Attorney.
- Service Members' Group Life Insurance.
- Emergency Data Form.

Wills

A will is a legal expression or declaration of an individual's wishes upon their death. For couples with children, it's important to include who you would want to care for your children, should something happen to both you and your sailor. To ensure your estate is distributed how you want, make sure you have a current will and your loved ones know its location.

Power of Attorney

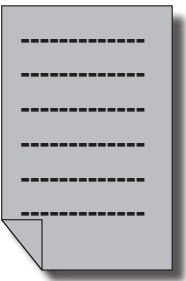
A Power of Attorney can be very useful when conducting personal business. They can also be very dangerous documents as they allow someone to act on your behalf. When your sailor is gone on extended active duty you may need different types of Powers of Attorney for different tasks to include medical a Power of Attorney for your children.

Service Members' Group Life Insurance (SGLI) Election and Certificate

Most service members are eligible to be insured under SGLI up to a maximum of \$400,000 in increments of \$50,000. When updating your Record of Emergency Data Form you should verify who you have designated as beneficiary and make changes as needed. A will does not impact who is the beneficiary of life insurance. To make changes the SGLI Election Form (VA Form SGLV-8286) must be completed.

Dependency Application/Record of Emergency Data (NAVPERS 1070/602)

The Dependency Application/Record of Emergency Data (NAVPERS 1070/602) is more commonly referred to as the "Page Two" of your sailor's Service Record. Your Sailor provides information about who should be contacted if they become ill, are injured, killed or missing. It is very important it is to ensure your address is accurate.



Other Important Documents

If you don't already have one it is a good idea to invest in a small, fire proof safe or rent a safety deposit box to store your family's important documents. Many of these documents are hard to replace. Even though you do not need them often, when you do need them they are critical. Do you know where each of the following documents is located?

- Birth Certificates
- Marriage License
- Divorce Decrees
- Death Certificate
- Medical Records of each family member
- Dental Records of each family member
- Veterinarian records for each pet
- Adoption Papers
- Citizenship/Naturalization papers
- Passports/Visas
- Insurance Policies (Life, Health, Home, Vehicle, Flood)
- Real Estate Documents (Lease, Deed, First and Second Mortgages)
- Car Title, Registration and Inspection
- Social Security number of each Family Member
- Current address and phone number of immediate family members of both spouses
- Wills
- Power of Attorney
- Copy of your Service members' Group Life Insurance Election and Certificate
- Copy of Dependency Application/Record of Emergency Data (NAVPERS 1070/602)



ID CARDS THE KEY TO YOUR MILITARY BENEFITS

Your family needs to have ID cards in order to get all the benefits they are entitled to receive.

All uniformed service members and their dependents are eligible for ID cards. This includes:

- Spouse
- Widow or widower
- Children between the ages of 10 and 21 (all children under 21 must be unmarried)
- Children under 10, if they are not living with the member
- Unmarried children over 21 who are mentally or physically disabled and unable to support themselves
- Unmarried children between ages of 21 and 23 who are full-time college students
- Parents or in-laws for who the service member provides more than half their income

You will need to prove eligibility. This may include providing:

- Photocopies of marriage certificates
- Photocopies of birth certificates
- Certified copies of adoption papers, paternity papers, divorce papers and death certificates
- A licensed physician's or medical officer's statement of physical handicaps of dependent children over age 21
- A certificate of full-time enrollment from the school registrar for children between 21 and 23

ENROLL YOUR FAMILY IN THE DEFENSE ELIGIBILITY ENROLLMENT REPORTING SYSTEM (DEERS)

DEERS is an automated information system that lists all military members and their family members who are eligible for military benefits, including TRICARE. Verify your enrollment in DEERS periodically.

Know Your Entitlements

Basic Pay

INACTIVE STATUS

Inactive duty training with pay.
Receives one-thirtieth of basic pay prescribed for pay grade and years of service. To qualify for pay while performing inactive duty training the member shall engage in such duty or training for a specified period of time. No more than two Inactive Duty Training periods can be performed in one day.

ACTIVE STATUS

Receives basic pay based on pay grade and length of service.

Incentive or Special Pay

(Types include Aviation Career Incentive Pay, Hazardous Duty, Foreign Language Proficiency, Diving Duty)

INACTIVE STATUS

Entitled to incentive pay when serving under competent orders. Pay will be one-thirtieth the applicable monthly rate for each authorized period of inactive duty training.

ACTIVE STATUS

Entitled to special and incentive pays when serving under competent orders.

Hostile Fire Pay

INACTIVE STATUS

N/A

ACTIVE STATUS

Payable when certified by the appropriate commander that a member is subjected to hostile fire or explosion of a hostile mine.

Imminent Danger Pay

INACTIVE STATUS

N/A

ACTIVE STATUS

Payable when a member is on official duty in a designated area.

Combat Zone Tax Exclusion

INACTIVE STATUS

N/A

ACTIVE STATUS

All compensation the service member receives while on active duty in a combat zone, is subject to the combat zone tax exclusion.



Allowances

Basic Allowance for Subsistence (BAS)

INACTIVE STATUS

Enlisted members may receive subsistence in kind if the member's period of instruction or duty totals at least eight hours.

ACTIVE STATUS

Received when authorized by competent authority.

Basic Allowance for Housing (BAH)

INACTIVE STATUS

N/A

ACTIVE STATUS

Type of BAH received is determined by the number of days on active duty.

Family Separation Allowance

INACTIVE STATUS

N/A

ACTIVE STATUS

Payable to members with dependents when the service member is separated geographically from the dependents for more than 30 days. There are two types of FSA.



TRICARE - Medical/Dental

When is my family eligible for TRICARE?

Pre-activation

When in support of a contingency operation, eligibility for TRICARE coverage begins when the member is notified by name in writing of an impending active duty mobilization or 90 days prior to the member reporting for active duty, *whichever is later*. TRICARE coverage will continue until the member is released from active duty.

If the Reserve component member is ordered to active duty in support of a **contingency operation** for more than 30 consecutive days, family members are covered under TRICARE for additional periods (up to 90 days before member reports to active duty and up to 180 days following release from active duty (if active duty served is more than 30 days).

What are the TRICARE plan options and benefits?

Families of Guard/ Reserve members on active duty for more than 30 days

Family members of activated Guard/ Reserve personnel are also eligible TRICARE coverage and may choose to enroll in TRICARE Prime or TRICARE Prime Remote for Active Duty Family

Members (TPRADFM), which provide higher priority access to care at any Military Treatment Facility (MTF). If not enrolled in TRICARE Prime or TPRADFM they may access care on a space available basis at any Military Treatment Facility (MTF). Availability is based on availability of space and facilities and capability of the staff, both of which may be limited. When they use civilian providers and facilities in the TRICARE Network, they pay TRICARE Extra deductibles and cost shares. When they use TRICARE-authorized providers and facilities not in the TRICARE Network, they pay TRICARE Standard deductibles and cost shares.

Dental Health Benefits for Family Members

United Concordia Companies, Inc. (UCCI) currently administers and underwrites the TRICARE Dental Program (TDP) for the Department of Defense (DoD) TMA. The TDP is a high-quality, cost-effective dental care benefit available to eligible family members of:

- Active Duty Members
- Selected Reserve (SELRES) Members
- Individual Ready Reserve (IRR) Members

Eligibility Details for TDP

- Eligibility is based on the service member's military personnel information in DEERS. Monthly premiums, covered services, and cost of co-payments for treatment are specified in the plan's benefit guide.
- Reservists who are ordered to active duty for a period of more than 30 consecutive days or in a pre-activation status have the same dental coverage as active duty service members.
- Members must have at least 12 months remaining on their service commitment at the time they or their families enroll. Upon enrollment, all enrollees are locked-in for a twelve-month period (with certain exceptions, such as loss of DEERS eligibility because of divorce, marriage of a child, etc.). The 12-month enrollment commitment is waived for families of Reservists called to active duty for contingency operations, if they apply for TDP within 30 days of entry to active duty. After 12 months, enrollment continues on a month-to-month basis.

Benefits Available Upon Deactivation from Active Duty Service in Support of a Contingency Operation

TAMP

Under the Transitional Assistance Management Program (TAMP), family members receive TRICARE coverage for 180 days after the member has served more than 30 days in support of a contingency operation and is released from active duty served. Cost shares and benefits received under TAMP are the same as active duty family members. Dental coverage is not available under TAMP.

TRS

TRICARE Reserve Select (TRS) is a premium-based health care plan available for purchase by certain eligible members of the National Guard and Reserve who meet certain qualifying conditions. TRS will provide comprehensive health care coverage similar to TRICARE Standard and Extra for members and covered family members.

For questions regarding TRICARE visit the TRICARE website at www.tricare.osd.mil.

Survivor Benefits

Service Member's Group Life Insurance (SGLI)

Automatically insures eligible members in the amount of \$400,000 unless the member elects reduced coverage or declines coverage.

Death Gratuity

Death gratuity will be paid if the member dies in an inactive or active status. Current amount is \$100,000.

Dependency and Indemnity Compensation (DIC)

The DIC payments may be authorized for surviving spouses who have not remarried, unmarried children under age 18, disabled children, children between the age of 18 and 23 if attending a Veterans Administration (VA) approved school and low-income parents of service members who die from:

- A disease or injury incurred or aggravated while on active duty or training. An injury incurred or aggravated in line of duty while on inactive duty training.
- A disability compensable by the Veterans Affairs. DIC paid to a surviving spouse is not based on the member's military pay grade. The amount paid for a spouse with one or more children of the deceased is increased for each child. The amount of the DIC payment for parents varies according to the number of parents, the amount of their individual or combined annual income, and whether they live together or if remarried, live with a spouse. DIC payments to a surviving spouse are payable for life, as long as the spouse does not remarry. Should the surviving spouse remarry, payments are terminated.



Making the Best of Your Family's Mobilization

Mobilization Frequently Asked Questions

- **How can I volunteer?** Contact your unit chain of command (COC) and obtain their permission to volunteer. With your COC permission, inform your Navy Operational Support Center (NOSC), and have them update your Manpower Availability Status (MAS) code to volunteer (VOL). For additional information on how to volunteer for mobilization, visit the N35, Mobilization and Readiness, section of the Navy Reserve website (requires CAC login) at: <https://private.navyreserve.navy.mil/3447B/n3/Shared%20Documents/N35.aspx?PageView=Shared>.
- **How much notification will I receive prior to mobilizing?** By law, unless you are a volunteer, you will receive a minimum of 30 days notification before deploying. However, Navy policy is to give you a minimum of 60 days notification before mobilization, unless you sign a waiver waiving your 60 day notification period. Additionally, the Secretary of Defense is directing all services to work toward 180 days notification on all missions considered to be rotational. Bottom line, the Navy Reserve Forces Mobilization Team will provide as much advanced notice as possible, with the goal being a minimum of 180 days notification. Operational requirements may necessitate shorter notice.
- **Where will I go?** Anywhere the Navy needs your skills.
- **How can I expect to be notified that I will be mobilized?** After you are identified for mobilization, your NOSC will call you and provide an approximate date and location of your mobilization. This is an initial notification. After your initial notification, you can expect to receive mobilization orders within 4 to 5 weeks. Your orders will provide more information on your mobilization.
- **What can I do to prepare?** Once notified of your mobilization and you have received your orders, work closely with your unit COC and the NOSC to prepare for your mobilization. Ensure your medical and dental exams are up to date. Ensure administrative requirements, such as our Record of Emergency Data is correct. Update wills and power of attorneys as necessary. Prepare your family for deployment. Work closely with your employer to ensure they are ready for your absence while deployed.
- **What about pay status?** When mobilized, your reserve pay account will be terminated and a new active duty pay account will be created. To ensure a smooth transition, you should clear all outstanding travel claims before being mobilized.

Spending Plan

Setting up a spending plan is one of the smartest things you can do prior to departing on extended active duty or any time. A spending plan allows you to see where your money is going and to make adjustments as needed to meet your financial goals.

When setting up or updating your spending plan look at possible changes to your income:

- Will your income be less/more while on active duty than it is today?
- Will you incur any additional expenses such as child care?
- Do you have a list of all your assets and all your debts?
- Do you have a budget established?
- Have you reviewed spending habits to make sure that your income will support your spending habits?
- Do you have money saved in case of a financial emergency?
- Determine what allotments should be set up prior to the sailor's departure
- Have arrangements been made for the spouse to be an authorized user of the sailor's My Pay account?

- Does the state of residence have any tax exemptions while being mobilized that may alter your income?
- Contact your creditors to have your interest rates lowered to a fixed rate while mobilized.
- Verify your car insurance to see if premiums may be lowered while away.

It's good to do a plan together so both you and your partner understand and agree to how finances will be handled.

Keep your budget in balance with your income. A balanced budget gives you control over your finances.

One last thing to keep in mind regarding finances, does the person who will be handling all financial matters while the sailor is gone have the proper power of attorney that may be required to take care of certain financial business?

Home Preparedness

If something is going to go wrong with the house or car, it usually happens while the sailor is gone. As a part of family readiness, it is important to make your home as safe as possible. Consider the following:

- Trim shrubs and bushes around the doorways.
- Make sure locks close properly on all windows.
- Install a peephole so family members can look to see who is at the door.

- Change the air conditioner/furnace filter.
- Change smoke alarm batteries.
- Check outdoor lights to make sure all entryways are well-lighted.
- Show family members how to shut off main services to the home, such as water and gas mains.
- Label fuses and circuit breakers and show family members how to deal with tripped breakers and blown fuses.
- Post emergency phone numbers near the phone.
- If you have a trusted neighbor, tell them when you are going to be away and provide contact information.
- Ask your local police to check your home periodically.
- Contact TRICARE health care system, if you have TRICARE, at www.tricare.osd.mil when you're away from home for more than thirty days to ensure you maintain coverage.

Tips for Extended Time Away From Home

While the sailor is gone on extended active duty you may choose to go on extended trips to visit friends and family. When away from your house for several days or several weeks:

- Notify your Command Ombudsman/Navy Operational Support Center of your contact address, telephone number while away.
- Stop your newspaper and forward your mail.
- Have a plan in place to have the grass mowed or snow shoveled.
- Use a timer for lights.

Vehicle Preparedness

Ensure all routine maintenance is done regularly. Teach family members how to do regular safety checks. Make sure your family members have the name of a trusted mechanic/ repair garage and the schedule for upcoming maintenance due such as oil and filter changes and tire rotation.

Should your car need repairs and you don't have sufficient money to pay, Navy and Marine Corps Relief Society (NMCRS) may be able to assist with a no interest loan. If you are not living near a military installation contact the American Red Cross who acts as an agent for NMCRS in communities all over the United States. To find a local NMCRS go to <http://www.nmcrm.org> and to locate a local Red Cross office go to <http://www.redcross.org>.

10

Ten Tips for Staying Safe on the Road

Whether driving long distance or around town, practice these tips to ensure your safety on the road:

- 1.** Keep your doors locked, safety belts buckled and children safe and secure in properly installed safety seats.
- 2.** Do not let your gas tank fall below 1/3 tank.
- 3.** Stay on main roads and highways, and do not forget maps!
- 4.** Pack a flashlight, blanket and a first-aid kit. In cold climates, pack extra warm clothing.
- 5.** If you are going on a long trip, pack an emergency ration kit of water and nonperishable food items such as fruit or granola bars.
- 6.** When stopping for breaks, never let kids go to the restroom alone. Always lock vehicle doors, even if you'll only be gone for a few minutes.
- 7.** Carry a cell phone in case of emergencies.
- 8.** Do not stop to help a disabled vehicle. Instead, call for help from your cell phone or a pay phone.
- 9.** If stopping during night-time travel, choose a well-lighted, populated facility. Park your vehicle where it can be seen.
- 10.** If approached by someone while your vehicle is stopped, keep your doors locked and only roll your window down enough to hear what the person is saying.

Kids in Cars

Restraining children is the law in all fifty states. Never hold a child on your lap. You could crush them in a crash, or the child may be torn from your arms. Restrain your children appropriately for their age, weight and height. Follow the directions that come with child safety seats as well as the child passenger directions in your vehicle owner's manual. Ask your local police department, hospital or insurance company for a safety seat inspection as many seats are not correctly installed in vehicles. Children under twelve years old should sit in the back seat as air bags are made to protect adults and can harm children if they are activated.

Other vehicle safety tips for children include:

- Children can easily become restless or irritable when on the road. Try to keep them occupied by pointing out interesting sights along the way and by bringing soft, lightweight toys, DVDs if you have a player and favorite CDs for a sing-along.
- Never leave your child alone in a car, even for a minute. Temperatures inside the car can reach deadly levels in minutes, and your child can die of heat stroke.
- Never allow children to ride in the cargo area of a vehicle. Anyone riding in the cargo area could be thrown out and severely injured or killed.

- Always double check before backing out of your garage, driveway or parking space as children can be hard to see.

Disaster Preparation

You and your family should be prepared prior to any natural or manmade disaster. Certain disasters occur without advance notice, so having your Basic Disaster Supplies Kit on hand and your disaster plans already prepared could be critical to the well-being and safety of your family. The following information will assist you as you make ready your emergency preparedness plans.

ICE (In Case of Emergency)

Name and Number: Each family member's cell phone should have an ICE name and number listed.

Emergency Information: Provide the Command Ombudsman and the command with information on how to locate you in the event of an emergency.



ACTIONS TO TAKE IN ADVANCE OF ANY DISASTER

- Plan for a specific place to go in case you have to evacuate (obtain maps; plan evacuation routes).
- Have phone numbers handy (Command Muster #, Navy Family Accountability and Assessment System #1-877-414-5358), Command Ombudsman, work, friends and family).
- Collect all important papers, documents, information and store them in a water proof container.
- Designate a person/number outside local area where family and friends can check in.
- Plan for a way to evacuate; by car or alternate method.
- Regularly copy your computer hard drive to a portable disk or thumb drive.
- Photograph and inventory your personal belongings.
- Make at least one extra set of keys for your residence and car.
- Update the military record of family members and SGLI information.
- **PREPARE YOUR BASIC DISASTER SUPPLIES KIT**

ACTIONS TO TAKE IF YOU STAY DURING A DISASTER

- Have your Basic Disaster Supplies Kit on hand
- If possible, choose an internal room in which to shelter
- Let your family/friends/work/Command Ombudsman know where you are staying
- Notify neighbors that you are staying
- Move valuables and heirlooms to a protected place
- Unplug all electronics including computer and move them to safe place
- Empty your refrigerator and freezer of perishable items
- Place necessary refrigerated items (medicines, small amount of groceries) in a cooler with ice or frozen water bottles.
- Fill the bathtub with water to use to flush the toilet. Fill large containers (such as coolers) with water to use to bathe, cook, or clean. Expect local water supplies to be not-potable post disaster.
- If there is a secure storage location, have propane tank full for use with gas grill.

- Secure your home inside and out – especially items that may be hazards during high wind.
- Learn in advance how to turn off electricity, water, and gas at main connection. If you turn the gas off, a professional will have to reconnect it. Expect to lose all utilities.
- Put important papers and documents in a water proof container in a high, safe place.
- Keep one land line phone in the home; it may work sporadically. Cell phones may no longer work or be sporadic; however have a fully charged cell phone battery available.
- Have flotation devices (life jackets, etc.) available. Move your vehicle to a high and dry location if possible.
- Back up computer hard drive and bring a copy with you.
- Unplug all electronics and move to a high, safe location.
- Empty your refrigerator and freezer of all perishable items.
- Secure your home inside and out and lock your home
- Turn off electricity, water, gas at main connection; a professional must reconnect gas. Leave a note in a conspicuous place in your home with information on how to reach you.
- Bring sufficient cash, coins, and a credit card.
- Place important papers and documents in a secured watertight portable container i.e. personal identification (military ID, passports, driver's license, Social Security card, marriage and birth certificates, divorce decree, all types of account numbers including addresses and phone numbers). Also have insurance policy information and cards (car, health, life, homeowners, car title, registration etc.

ACTIONS TO TAKE IF YOU EVACUATE YOUR HOME

Pack and take all relevant Basic Disaster Supplies Kit items. Bring a fully charged cell phone with charger. However, be prepared for the cell phone to work only sporadically.

If possible, notify your family, friends, command, and Command Ombudsman where you are planning to go; include address and phone number. Consider doing the following:

- Move valuables/heirlooms to safe place or bring with you.

- Take photographic inventory of personal property.
- Take medical prescriptions in original bottle and written copy of prescriptions including eyeglasses and written copy of prescription.

- Take phone cards.
- Take checkbooks
- Take personal telephone book
- Take copies of recent state and federal tax returns.

WHAT TO EXPECT IF A NAVAL FACILITY IS ATTACKED

Each installation has specific plans and procedures. Contact the Fleet and Family Support Center (FFFSC) to learn the plans for your area. Individuals and families are encouraged to prepare family emergency plans for sheltering in the home or for evacuation and to have a BASIC DISASTER SUPPLIES KIT on hand. The most common responses to an emergency will be:

- Evacuate the installation; clearance of personnel from the installation to a safe location.
- Safe Haven - evacuation of personnel to a designated area during an emergency.
- Shelter-in-Place – taking immediate shelter in the nearest facility (home, office, car, school)

BIOLOGICAL AND/OR CHEMICAL ATTACK

Decontamination: remove all clothing and other items in contact with the body – cut clothing away, do not remove over the head. Put all items in plastic bag and seal

it. Use soap and water to clean, flush eyes with water, change into uncontaminated clothes. Clothing stored in drawers of closets is likely to be uncontaminated. Decontaminate glasses by soaking in bleach. Seek medical attention, if possible. If you are directed to shelter in place in a sealed room, close doors and windows and turn off all ventilation systems. If possible, seek shelter in a internal room. Take your BASIC DISASTER SUPPLIES KIT with you. Seal the room with duct tape and plastic sheeting.

BASIC DISASTER SUPPLIES KIT

- Three day supply of non-perishable food (canned meats, fruits, and vegetables; canned or boxed juices, milk, soup, powdered milk and beverages; dried fruits and nuts, granola bars, peanut butter, jelly, crackers. Meals Ready to Eat (MRE's) may be purchased at many commissaries.
- Three day supply of water – one gallon of water per person per day
- Take portable, battery-powered radio or TV and extra batteries, cell phone with extra battery and flashlight and extra batteries.
- First aid kit and manual (sterile gauze, bandages, safety pins, scissors, antiseptic wipes, ointment, alcohol, peroxide, cold pack, tweezers, thermometer, hand wipes, hand sanitizer, antibacterial ointment, sunscreen, insect repellent).

- Sanitation and hygiene items (household bleach, sponges, moist towelettes, toilet paper, toothbrushes, toothpaste, shampoo, deodorants, razor, shaving cream, brush, comb, soap, feminine supplies)
- Matches and waterproof container; whistle.
- Kitchen utensils (manual can opener) small cooking stove with fuel
- Fire Extinguisher (ABC Type): teach all family members how to use; and test and recharge.
- Take Cash, coins and credit card.
- Photocopy of credit cards; identification cards
- Heavy-duty gloves; large garbage bags
- Plastic for doors, windows, and vents; roll of duct tape
- Tools; pliers, wrench, shovel, axe
- Special items (prescription medications, eye glasses, contact lens solutions, and hearing aid batteries)
- For infants (canned or powdered formula, diapers, wipes, bottles, nipples, pacifiers, medication, ointments).

- Pets (food, water, medications, copies of shot and medical records, pet carrier). Evacuate with pets!
- Clothing – at least one complete change of clothing/shoes per person
- Pillows, blankets, sleeping bags.
- Other items to meet your unique family needs.

Store your kit in a convenient place known to all family members. Keep a smaller supply kit in the trunk of your car. Change your stored water supply every six months so it stays fresh. Replace your stored food and batteries every six months. Revisit your family needs and kit at least once a year. Don't forget to practice your plan with your family.

There are two things Navy families should do immediately following a declared disaster – muster with their command and complete a needs assessment with the Navy Family Accountability and Assessment System (NFAAS)

All commands are responsible for implementing and administering muster procedures for determining the status and whereabouts of Navy personnel following a catastrophic event.

After a catastrophic event, all Navy personnel deployed to or working within the affected Geographic Area of Interest (GAOI) are required to personally check

in either in person or phone with their command at the first available opportunity.

If the service member is deployed, on temporary additional duty, or on Individual Augmentee assignment outside of the GAOI, and has left a family within the affected area, the family should muster with the service member's command.

It is equally important for the service member or family member to do a needs assessment in NFAAS following a disaster. If they have needs, the Navy has resources that can come to bear to support families who have suffered a loss during an emergency. They may contact the Navy Family Accountability and Assessment System at 877-414-5358 or visit the NFAAS Web site at <https://www.navyfamily@navy.mil/>

Emotional Ups and Downs of Mobilization

Lots of research has been done to understand the common feelings sailors and their families experience when separated from each other due to a military



assignment. You may experience similar feelings or your reactions may be very different. There is no such thing as a “right” or “wrong” feeling. If you find you’re feelings are getting in the way of you doing the things you need to do like caring for children, going to work or school, take care of the house - do not hesitate to contact Military OneSource, a chaplain in your local area or the Fleet and Family Support Center if you are near a Navy installation.

How’s Your Attitude?

While feelings can be difficult to control, it is easier to manage your thoughts and attitude towards mobilization. Attitude is the state of mind with which you approach a situation. Why is your attitude important? It affects how you look, what you say and what you do. It affects how you feel both physically and emotionally. It largely affects how successful you are in achieving your purpose in life. While talent is helpful and knowledge is essential, the most important key to success in any endeavor is your state of mind.

Approaching life with a positive attitude is healthier for you and those around you. Make a list of goals you can achieve during this separation and what steps you need to take to reach them. Set mini goals for every day, next week and next month. Completion of goals gives you a sense of satisfaction and confidence to achieve more.

Learn to recognize when you are having negative thoughts, self-doubts or feeling overwhelmed. Your body sends signals. You may have a hard time sleeping, eat too

much or too little, have a short attention span, are jumpy, grouchy or irritable. Pay attention to your body's signals and nip negativity before it impacts you.

Stay Connected

Communication can be challenging while the sailor is gone due to lack of telephones or computers. Mail service can take weeks at times. Do not let that deter you. Any sailor will tell you there is not a better day brightener than hearing from loved ones back home.

No new is often good news. It means your sailor is hard at work. However, if more than a month or so goes by with no mail, emails or telephone calls you can contact the American Red Cross at www.arc.org and request a "Health and Welfare" message be sent to your loved one. Know that if your loved one is ever injured or missing from duty, the Navy will contact you in person to inform you of their status.

Email - Quick and easy, email is great for staying in touch. Discuss email expectations prior to departing

- Will email be readily available?
- If so, how often will you send emails?
- What address do you use?

Email is not a great way to communicate when you are angry or upset. If you really have a need to get your feelings off your chest, go ahead and write the email, but save it for 24 hours and reread before you send. It is usually best to communicate strong feelings over the phone when you

cannot do it in person. Also, remember, emails are not confidential. They may be seen by others. Be careful about what you write.

Letters - Letters, while taking longer to receive, are a more personal way to communicate. It is a good idea to number letters as they do not always arrive in the order they are written.

Ensure you have your sailor's full mailing address. Create a "mail kit" with cards, wonderful stationery, pens, stickers, stamps etc. to make letter writing easy and enjoyable.

Letters do not have to be long. Do not worry about grammar or spelling. Write letters about your daily existence, your plans for the future, and your thoughts and feelings to help maintain your emotional connection and make it easier to reunite at homecoming.

Telephone calls - Telephone calls can bring the greatest emotional highs as well as lows. It is wonderful to hear your loved ones voice and talk in the here and now, but sadness can briefly overwhelm you when you hang up and realize how much you miss your loved one. Make the most of your telephone conversations:

- Keep a written list of things you want to talk about
- Try to stay positive and upbeat. At least try to end each call on a positive note.

- Talk about your daily activities to make it easier to reconnect at homecoming.
- Suggest to older children that they keep a list of things to tell their parent when they call.
- If you share bad news make sure someone is available to provide emotional support to your loved ones.
- Talk about plans for homecoming and future activities.
- Discuss problems and solutions, but do not spend the entire call talking about them.
- Keep in mind that it may be difficult for your sailor to have a completely private phone call.
- Tell your loved one you love them and appreciate their sacrifices.

Pictures, Video Recordings and Video Teleconferencing

- While letters and emails are nice, there is nothing better than seeing your sailor. If your loved one has access to a DVD player, make recordings of life at home and ask them to do the same for you. Realize that privacy is at a premium so be discreet when sending videos and pictures.

Send pictures of yourself and family members. If you have children or are an expectant parent, pictures are even more important as children grow and change quickly.

If you have the opportunity to do video teleconferencing with your sailor it might be helpful to jot down a few items you'd like to talk about, have the children sing a song or do a family skit. It is not so much what you say, but the fact that you cared to get dressed up and put effort into brightening your loved one's day that will be remembered.

Care Packages - Who does not like to receive a present in the mail? Care packages are presents from home. While most items sailors need are provided to them, items that make their life more comfortable are not. Encourage moms, grandmothers, church groups, and friends to send care packages to your sailor as they may welcome the opportunity to show support. Remind people there are some things that shouldn't be sent. Grandma's chocolate chips may be the best in the world, but when they travel many miles, through the desert during a month - long journey, they might not be as flavorful. Alcohol is prohibited for service members in Afghanistan, Kuwait, Iraq and aboard U.S. Navy ships so do not send it to avoid getting your sailor in trouble.

Frequently requested care package items include:

- CDs
- Hand sanitizers
- Deodorant
- Sunglasses
- Telephone calling cards
- Shampoo
- Sunscreen
- Bug repellent
- Tooth paste/mouthwash
- Gum
- Books/reading material
- Underwear/t-shirts
- Socks
- Packaged candy/cookies

OPSEC

Operation Security or OPSEC is keeping potential adversaries from discovering sensitive Department of Defense information. As the name suggests, it protects US operations - planned, in progress and those completed. Success depends on secrecy and surprise, so the military can accomplish the mission more quickly and with less risk. Enemies of freedom want this information, and they see Sailors and their families as potential information sources.

Types of sensitive information:

- Unit mission or the number of personnel assigned.
- Locations and times deployments.
- Unit morale or personnel problems.
- Security procedures.
- Troop movement.
- Military intentions, capabilities or operations.

Do not

- Talk about sensitive information in public settings.
- Talk about sensitive information over the telephone.
- Post pictures or information on web sites or blogs.

- Include sensitive information in emails or attachments.
- Write about sensitive information in newsletters.
- Neglect to shred excess paper involving information on operations.
- Try to talk around classified information - it is extremely difficult to outsmart experienced intelligence analysts.

Children and Deployment

Do not assume your child is aware and understands that a parent is going to be gone for an extended period of time. Be sure to explain to your child that mom or dad will be away for a long time. Encourage them to ask any question they might have.

Allow children to miss their parent and to feel sad about their absence. Encourage communication with your child and allow them to express any feelings they may have. Children are often confused, angry, worried and feel insecure. It is important for you to try to maintain your child's daily routine and be consistent in discipline.

If your child is struggling, do not hesitate to contact your child's school counselor, Military OneSource, a chaplain or Fleet and Family Support center for assistance.

Deployments affect different aged children in very different ways and there are some wonderful books and websites that may help families with children cope with

separations and mobilizations better. Usually such books target a specific age group, so be sure your chosen resource is appropriate for your child's age. A few such books that are inexpensive, helpful, and easy to read are enlisted below:

My Sailor Dad, by Ross H. Mackenzie, Illustrated by Marvin Jarboe, ISBN 978-1-934666-34-0

Love Lizzie, Letters to a Military Mom, by Lisa Tucker McElroy, ISBN 080-7-547778

I Am Not Alone, A Teen's Guide To Living with a Parent Who Has a Mental Illness, by Michael Sherman, ISBN 1-59298-118-6

Finding My Way, A Teen's Guide to Living with a Parent Who Has Experienced Trauma, by Michael Sherman, ISBN 1-59298-117-8

Checklist For Kids

- _____ Talk to you parent about how you feel about their leaving.
- _____ Make a "date" to spend time alone with your parent. Do something special - just the two of you.
- _____ Have a picture taken of you and your parent. Keep one copy and send one with your parent.
- _____ Make or buy something special that your parent can take with them.
- _____ Keep a list of what you want to ask or tell your parent so you will remember when you write or talk to them.
- _____ Write letters and send drawings, school work or photographs with your letters. In addition, send sport scores.
- _____ Make an audio or video tape.
- _____ Bake cookies and mail a batch.
- _____ Keep a journal or scrapbook to share when your parent returns.



Ten Ways to Support Your Sailor While on Extended Periods of Active Duty

Family members who have supported their sailor through a period of active duty offer the following suggestions:

- 1.** **Get organized** - The command should provide a checklist of items that should be done to ensure that you have a family care plan or personal care in place.
- 2.** **Stay positive** - Long separations can seem unbearable. However, they do provide the opportunity for personal growth. Bolster each other's confidence that you can make it through the separation.
- 3.** **Manage the home front** - Your sailor will be able to focus on the mission and stay safer by knowing you can handle daily responsibilities such as finances, your home and vehicle.
- 4.** **Discuss solutions** - Invariably challenges will arise while you are separated. Try not to focus on problems, but identify possible solutions to problems.
- 5.** **Communicate** - Write letters, email, send pictures and care packages. Communicate regularly. Tell funny stories; send cartoons, forward uplifting quotes. Maintain your connection.
- 6.** **Take care of yourself** - Eat healthy. Exercise. Get plenty of rest. Stay physically and emotionally strong. Knowing you are healthy reduces your sailor's worries.

- 7. Care for your children** - Single parenting while your sailor is gone is challenging, but again knowing their children are being well cared for reduces your sailor's worries. This does not mean you should never go out and have fun. Quite the contrary. It is important to take time for yourself. Your children need a break from you occasionally too! Locate a wonderful child care provider and take a break from single parenting at least a few hours each week.
- 8. Tell your Sailor you love them** - Absence really does make the heart grow fonder. Make a point to tell your sailor you love them every chance you get. Try to limit venting your frustrations so your sailor looks forward to his/her communications with you.
- 9. Watch for signs of stress** - You know your sailor better than anyone else in the world. Pay attention to signs of stress while deployed or upon returning home. Although everyone has an off day or two, if your sailor consistently seems moody, angry, or depressed suggest they talk with a chaplain, contact Military OneSource, Fleet and Family Support Center or the Veterans Administration.
- 10. Get help when you need it** - Supporting your sailor, especially during extended periods of active duty in a combat zone, is challenging. The Navy knows this and has a number of programs and services to assist you. Do not let situations get out of control. Get help to prevent minor problems from becoming major ones.



Top Tip

When writing letters to your loved ones, always number each letter. Sometimes letters do not always arrive in the order written.

Homecoming

Expectations

Reunion is an exciting time. However, what you plan and the realism of what actually occurs can sometimes be very different. Once your sailor is back in the states, there is a significant demobilization process. Like all separation reunions, you will encounter a period of reintegration where roles and relationships are reshaped.

Returning home after being in a war zone is a process not a single event. Your sailor may have difficulty adjusting to life after war. Your life will not be exactly as it was before your sailor's deployment as you both have had different experiences. You may notice changes in your sailor immediately or it may be three or four months before they appear, or you may not notice any changes at all.

Your sailor spent months in a "hyped-up" emotional state while in a war zone.

Your sailor may suffer a stress injury from their combat experience. They may be uncomfortable in large crowds and easily startled by loud noises. They may have trouble trusting anyone. If they witness the deaths of others they may set up an emotional firewall and keep loved ones at a distance a way of protecting themselves from the pain of possibly losing a loved one.

They may not be willing to talk about their experiences while deployed. Don't pry and try not to be shocked by anything your sailor may tell you. Let them know you will be there for them.

They may have difficulty sleeping. They may have nightmares or flashbacks. They may drink or self-medicate to avoid feelings or thoughts associated with their time away. It may take weeks or months for some of these behaviors to occur.

As a family member you may be the first to become aware that your sailor is



experiencing symptoms of post traumatic stress. Post traumatic stress is a reaction to the extreme stress people encounter during threats of danger to themselves or others or the fear of death.

Symptoms may include:

- Depression
- Loss of interest in work/activities
- Isolation
- Anger
- Sleep problems
- Survivor guilt
- Hyper alertness
- Emotional distance from family
- High risk behaviors
- Negative self-image
- Emotional numbing
- Distrust of authority
- Suicidal thoughts

If you would like to learn more about what to expect if your sailor is returning from a combat zone, two helpful, inexpensive and easy to read books are:

Down Range To Iraq and Back by Bridget C. Cantrell, PH.D and Chuck Dean.

Courage After Fire by Keith Armstrong, LCSW, Suzanne Best, PH.D and Paula Domenici, PH.D

Life After Deployment, Military Families Share Reunion Stories and Advice, By Karen M. Pavlicin, ISBN 978-0-9657483-7-7

Both books offer practical advice to service members and their families, are inexpensive and available from popular books sellers.

Contact a chaplain, Military OneSource, Fleet and Family Support Center or

the Veterans Administration for more information or to get assistance for you and your sailor.

Tips for a Successful Homecoming

- Be realistic. All of your homecoming fantasies may not occur.
- Communicate. Talk about your thoughts and feelings.
- Re-evaluate your financial goals.
- Be slow to criticize.
- Show appreciation for those who have supported you through this deployment.
- Talk with others and their families as you are not the only one readjusting to homecoming.
- Get help if the challenges of returning home get worse instead of better.

Returning Warrior Workshop

Sailors who have recently returned from a mobilization or deployment as an individual augmentee are cordially invited to attend a Returning Warrior Workshop (RWW) with a designated representative of their choice.

The designated representative may include a spouse, significant other, or family member.

The sailor will attend the RWW on ADT or DTS travel orders. The event is held at a four-star hotel away from military bases and every day distractions. Attire is civilian business casual. The goal of the RWW is to celebrate the sacrifice of the sailor and his/her family, while also exposing and educating the sailor and designated representative to the myriad of resources available to returning warriors. All lodging, meals, conference fees, and miscellaneous expenses are covered at the RWW and include: dinner Friday night, three meals on Saturday, and breakfast and lunch on Sunday.

Sailors are reimbursed for POV travel expenses up to 350 miles from home of record so that one guest may accompany. The cost of plane tickets will not be reimbursed.

Children and Reunion

Reunion is a time of excitement, joy and readjustment. Younger children take their cues about homecoming from you, their caretaker. Older children may have similar

feelings as you do. They will be excited, joyous and may feel anxious if they believe they did not live up to their deployed parent's expectations.

Often the parent who has been at home is reluctant to share the responsibility of parenting. It is important for children to see both parents in the caretaking role. It also allows the parent returning from a war zone to experience the innocence, intimacy and joy that caring for their children can provide.

Just as parents need time to reestablish relationships, so do children. It's best for the returning parent to initially not make drastic changes to their children's routine, rules and responsibilities. Children will likely go to the parent who has remained at home with them for the first few days upon their deployed parent's return for permission, questions and assistance.

If possible, plan a few days and have a family vacation at home. Do fun activities as a family. Limit house cleaning and chores to the essentials. Talk, play, listen and enjoy being a family again.



Help and Resources

Help When You Need It

It is possible you will have questions, concerns or a family emergency at some point while your sailor is on active duty. There are some things you can do to prepare for an emergency such as:

- Have money saved for emergencies.
- Consider having your sailor sign a pre-authorization form with Navy and Marine Corps Relief Society in case of financial emergency.
- Make sure your extended family members know your sailor's rate/rank, command name and mailing address.
- Have a disaster preparedness plan and a place to meet/call after a disaster such as a hurricane or earthquake.
- Make sure you have a support system - people you can turn to for assistance.

The Navy knows that you may need assistance from time to time and has created a plethora of services available to assist you during deployment or anytime.

Command Ombudsman

Ombudsmen are volunteers, appointed by the commanding officer, to serve as an information link between command

leadership and Navy families. They are not professional counselors, but they are trained to listen to your questions or problems and to refer you to professionals who can help.

Most Ombudsmen publish a newsletter packed with information. Some also have a careline which is recorded message that is regularly updated with news about your command, Family Readiness Group activities, and local military and community information. Be sure that your command ombudsman has your most current contact information.

Consider your Command Ombudsman first when you have a question or concern. They can prevent frustration by pointing you in the right direction to get the information or help you as needed.

My Command Ombudsman
is: _____

CIAC

A CIAC, pronounced "kayak," is the Command Individual Augmentee (IA) Coordinator, and is the essential link between the Parent Command and the IA Sailor and their family.

The CIAC does not replace the Command Ombudsman, but instead acts in liaison with the Ombudsman in supporting the command's IA Sailors and their families.

Did you know - The Navy Family Ombudsman Program was founded September 14, 1970 by the Chief of Naval Operations Admiral Elmo Zumwalt when he issued Z-gram 24.

The CIAC should be the first point of contact for the IA Sailor and their family if they have problems/questions/issues at anytime during their IA deployment.

The CIAC should also be the command's subject matter expert on all matters as they relate to IAs, and will ensure that their IA Sailors are prepared for deployment (completed all requirements as noted on the Sailor's orders and in the checklist), supported throughout the deployment cycle, and welcomed back home.

Chaplain

Chaplains play a vital role in helping their fellow sea service personnel and their family members spiritually, emotionally and socially. They provide moral support for young people away from home for the first time or deployed, offer support to individuals/families facing personal or emotional difficulties, and provide spiritual assistance to people from all walks of life.

Individuals often contact chaplains when they don't know where to turn for assistance. The availability and experience of chaplains enables them to be excellent resource persons. Chaplains live and work with the men and women in uniform on a daily basis. They understand the military system and are able to refer one to both military and local community resources. Additionally, they can help individuals find local clergy and places of worship.

Some Reserve units have assigned chaplains. If your Reserve unit does not have an assigned chaplain, request the Reserve unit to contact the Regional Chaplain for additional assistance or contact the nearest

military base if one is close by and ask for the duty chaplain.

American Red Cross

<http://www.redcross.org>

My Local Chapter: _____

When you think of emergencies - big or small - you think of the American Red Cross. The Red Cross serves both civilian and military personnel. It sends communications on behalf of family members who are facing emergencies or other important events to members of the U.S. Armed Forces serving all over the world. These communications are delivered around-the-clock, seven days a week, 365 days per year.

When a Sailor is deployed it is possible that bad news will need to be relayed to them. When you need to tell your Sailor significant bad news such as an illness or death of a family member it is important to use official channels such as the American Red Cross.

Do not send emergency information via email or letter as most commands want families to use the American Red Cross for two reasons:

- The American Red Cross staff verifies information to allow commands to make informed decisions about emergency leave.
- A Command Chaplain, Commanding Officer, Executive Officer or Senior Enlisted Leader provides the information to the Sailor and ensures support is available.

For any Red Cross message to be sent the following information is needed:

- The service members' name.
- Rate/Rank
- Social security number (or date of birth)
- Duty station

For an illness in the immediate family:

- Name
- Illness
- Relationship
- Whether or not the person who is ill wants the service member notified

For a death in the immediate family:

- Name of the deceased
- Relationship
- When and how death occurred
- Is the sponsor's presence required or requested/

For birth announcements:

- Mother must personally notify

In addition to providing services to active duty personnel and their families the Red Cross also serves members of the National Guard, the Reserves, and their families who reside in nearly every community in America.

Through offices all over the world, the Red Cross, in partnership with Navy and Marine Corps Relief Society (NMCRS), provides emergency financial assistance to those eligible when traveling and not near a military installation, after hours, or on days when NMCRS is not available.

Military OneSource

<http://www.militaryonesource.com>

Military OneSource is a web site sponsored by the Department of Defense to provide information and resources to Sailors and their families. You must register to access some features.

Military OneSource provides articles, links and CDs you can order for free on a variety of topics including:

- Financial
- Midlife and retirement
- Addictions and recovery
- Work
- Health
- Parenting and child care
- Relocation
- Personal and family readiness

Military OneSource has several useful features:

- The web site and telephone contact is available 24/7
- The staff will research a topic and send results
- Referrals for private counseling sessions (up to six sessions per issue)
- Simultaneous translation in more than 150 languages

To talk with a Military OneSource consultant:

Stateside: 800-342-9647

Collect from overseas: - 484-530-5908

Other Resources

Navy-Marine Corps Relief Society (NMCRS)

<http://www.nmcrs.org/services.html>

The NMCRS programs include grants and loans to families in need, education, food lockers, free layettes, Thrift Shops, and visiting nurses. Visit the NMCRS website to learn more about these programs as well as the location of the NMCRS offices around the world.

Navy Reserve Force

<http://navyreserve.navy.mil>

For complete information about the Navy Reserve Force, log onto the website. Click on CNRFC Families for family readiness information.

Expeditionary Combat Readiness Center (ECRC)

www.ecrc.navy.mil

The Navy has set up a center just for the administrative support of Individual Augmentees and their families. Their toll-free phone is 1-877-364-4302 or you can send them an email at http://ecrc.hq.fct@navy.mil.

Department of Veterans Affairs National Center for Post Traumatic Stress Disorder

<http://ncptsd.kattare.com/ncmain/index.jsp>

The PTSD Information Center has Fact Sheets and Videos to answer your questions on trauma, PTSD and related issues.

Fleet and Family Support Center

www.ffsp.navy.mil

Fleet and Family Support Centers (FFSCs) are located at bases and stations around the world. They provide Navy families with a variety of programs that assist them as they

adapt to the special demands of the military lifestyle.

FFSC nearest you:

Navy Emergency Call Center
1-877-424-5358

In the event of a disaster in your locale, call the Navy Emergency Call Center. They can offer resources and assistance.

Navy Knowledge Online (NKO)

<http://www.nko.navy.mil>

If you are new to the Navy, this site will help you become acquainted with the many benefits available. Even if you are a veteran of Navy life, this site will offer you quick connections to a variety of resources that we all need to be ready. On NKO you can:

- Connect with other spouses on SpouseNET - an online forum.
- Ask a question and get a confidential answer from FamilyLine spouse volunteers.
- Link to the Individual Augmentee site for Navy families.

Naval Services FamilyLine

www.cnic.navy.mil/FamilyLine

FamilyLine is a volunteer organization in Washington, DC, that provides information, resources and education for Navy spouses. Their telephone lines are manned by knowledgeable Navy spouses Monday through Friday from 10:00am until 1:00pm EST. After hours, you may leave a message and someone will call you

back the next working day. The toll-free phone is 1-877-673-7773. Many questions can be answered by email by writing to nsfamline@aol.com.

FamilyLine also provides informational publications free of charge. Some of the many publications available are Sea Legs, Guidelines for Spouses of Individual Augmentees, and Are You Ready? – Emergency Preparedness for Navy Families. Visit their website to order publications.

Tricare

www.tricare.osd.mil

Learn all about medical care and the Tricare plans that are available to Navy service-members and their dependents.

Dental

www.tricare.osd.mil/dental/default.cfm

Learn all about the dental care available through the Navy to service-members and their dependents.

Defense Finance and Accounting Services <http://www.dfas.mil/>

Information about military pay. From this site you can link to MyPay, which allows you to manage your pay, LES, W-2s, and more. A login and PIN are required.

Legal

www.jag.navy.mil

Naval Legal Service Offices is a customer-service organization providing legal services to active duty Navy, Marine Corps and Coast Guard service members and their dependents, reservists on active duty for 30 days or more, and to retirees as resources permit.

Commissary

www.commissaries.com

Sailors and families who shop the Navy commissaries save over 30% per year on the cost of their groceries. Visit the commissary website and discover information on store locations, promotions and special savings, recipes, commissary employment opportunities, and more.

Navy Exchange (NEX)

www.navy-nex.com

The prices at your Navy Exchange average 20% below the competition. On the NEX website you can view the online catalogue, locate stores and mini-marts, learn about NEX employment opportunities, and more.

Official Navy Website

<http://www.navy.mil/>



USEFUL CHECKLISTS

Official Document Preparation

- ___ Uniform Services Identification and Privilege Card (ID cards) for family members
- ___ Update Page 2
- ___ Update SGLI with correct beneficiary
- ___ Powers of Attorney
- ___ Create/update will
- ___ Complete estate planning
- ___ Designate legal guardians for children
- ___ Store important documents in a safe location
- ___ Select health and dental insurance
- ___ Family has command contact information including ombudsman information
- ___ Determine who will be able to sign checks while away on extended active duty
- ___ Family knows the complete official mailing address, command name, and social security number

Important Member Information

Name: _____

Social Security Number (SSN): _____

Permanent Street Address: _____

City, State and Zip Code: _____

Phone Number: _____

Cell Phone Number: _____

Email: _____

Present Rank/Rate: _____

Unit Assigned: _____

Address and Phone Number of
Unit Drill Location: _____

NOK (next of kin) Name: _____

Address: _____

Phone: _____

Cell Phone: _____

Email: _____

Relationship: _____

Personal and Family Document Worksheet

Type of document	Account/Policy number	Location
Adoption Papers	_____	_____
Automobile Insurance	_____	_____
Bank accounts		
Checking	_____	_____
Savings	_____	_____
Birth Certificates	_____	_____
Death Certificates	_____	_____
DEERS Enrollment (copy)	_____	_____
Divorce Papers	_____	_____
Family ID Cards	_____	_____
Insurance Policy(s)	_____	_____
Marriage License and Certificate	_____	_____
Passports/Visas	_____	_____
Power of Attorney	_____	_____
Real Estate Papers	_____	_____
Safety-Deposit Box	_____	_____
Savings Bonds	_____	_____
Social Security Number(s)	_____	_____
Tax Records	_____	_____
Title(car, boat etc)	_____	_____
Vaccination Records (including pets)	_____	_____
Will(s)	_____	_____

Family advisors

These may include friends and local business people with whom you conduct business.

	Name	Phone Number
Accountant:		
Attorney:		
Banker:		
Executor of Will:		
Insurance Agent:		
Stock Broker:		
Other:		



Important Phone Numbers

Appliance Repair	_____
Auto Repair:	_____
Cable Service:	_____
Electric Company:	_____
Fire Department:	_____
Gas Company:	_____
Hospital:	_____
Insurance Company:	_____
Landlord/Mortgage Co.:	_____
Plumbing Repair:	_____
Police:	_____
Emergency & Non Emergency Numbers:	_____
Primary Health-Care Provider:	_____
Red Cross:	_____
Other:	_____

READINESS CHECKLIST

- _____ Discuss financial matters with loved ones
- _____ Pay set up to include allotments if desired
- _____ Develop a budget
- _____ Arrangements to pay bills/taxes
- _____ Emergency funds
- _____ Savings plan/Thrift Savings Plan (TSP)
- _____ Appliances are in good repair
- _____ Automobile(s) are in good repair
- _____ Provide a list of people to contact for household/vehicle repairs
- _____ Complete property worksheets
- _____ Vehicles have current insurance, tags, registration title, base/inspection stickers



GUARDIAN CHECKLIST

- _____ ID cards are up to date and valid until after the member returns
- _____ Do you have necessary Powers of Attorney?
- _____ Do you have the birth certificates of all family members?
- _____ Obtain medical and dental records including immunization records, prescriptions and a medical power of attorney
- _____ Do you have the required documentation for day care, camp or sports enrollment?
- _____ Do you know about TRICARE and how to use it?
- _____ Do you have a TRICARE medical card?
- _____ Do you know how to contact the right medical and dental assistance if required?
- _____ Do you have school records including Individual Education Plan for special needs children?
- _____ Do you have the contact information for the service member's command?
- _____ Do you know how to contact the command ombudsman?



Glossary of Military Abbreviations

AAFES - Army and Air Force Exchange Service

AC - Active component

AD - Active duty

ADT - Active duty for training

AT - Annual training

BX - Base Exchange

CIAC - Command Individual Augmentee Coordinator

CO - Commanding Officer

Commissary - Grocery store on a military installation

DEERS - Defense Eligibility Enrollment Reporting System

DOD - Department of Defense

FCP - Family care plan

ID - Identification card

IDT - Inactive duty training

IDTT - Inactive duty training travel

HBA - Health benefits advisor

JAG - Judge Advocate General (lawyer)

NEX - Navy Exchange - Department Store on a military Installation

NMPS - Navy Mobilization Processing Site

RC - Reserve Component

SGLI - Service member's Group Life Insurance

XO - Executive officer



Acknowledgement

Navy Reserve Family Guideline Handbook has been written by Navy Reserve spouses to assist Navy Reserve families with the challenges of everyday life of Navy Reserve personnel.

Naval Services FamilyLine is grateful to these dedicated professionals and to those spouses who have contributed their invaluable assistance and worldwide experience in serving our Navy families.



Compiled by
Naval Services FamilyLine
1043 Harwood Street, S.E., Suite 100
Washington Navy Yard, DC 20374-5067
Phone: 202-433-2333
Toll-Free: 1-877-673-7773
DSN: 288-2333
Fax: 202-433-4622
E-mail: nsfamline@aol.com
www.cnic.navy.mil/FamilyLine
Office Hours: Monday – Friday
10:00 a.m. – 1 p.m. EST/EDT
(Please leave a message if calling after hours.)

